

POLICY 508: MOVING EXPENSES

ADOPTED: FEBRUARY 12, 2002 (REVISED: MAY 23, 2006)

Policy:

It is the policy of the County to reimburse reasonable and customary household moving expenses when necessary, for the public benefit, to recruit a highly qualified employee.

508:1 GENERAL PROVISIONS

1. Reimbursements under this policy will be made in accordance with Lee County Ordinance 06-02.
2. Household moving expense payments will be limited to the cost of packing and shipping of household goods constituting personal effects and property used, or to be used, in the employee's dwelling. Said payment will be paid from the lowest of three written proposals made by bonded moving and storage companies.
3. The three original proposals will be submitted to the respective Department Director, who will forward them with a signed memo to the County Manager requesting approval for the reimbursement. The County Manager, or the County Attorney for an eligible attorney, will approve all moving expenses in writing. In these extraordinary circumstances, the Department Director's request for approval must be accompanied by clearly demonstrated rationale and documentation to justify the request for the reimbursement of moving expenses.
4. Reimbursement of moving expenses will be made through Payroll. Therefore, payment will normally be made after employment has begun with the County. If payment is required prior to beginning employment, all new hire paperwork must be completed and processed at least one pay period before the actual start date.
5. The cost of truck rentals, gasoline, and lodging are permitted for those who choose self-moves. Meals are not reimbursable. The same procedures must be followed as listed above, including three written proposals for the truck rental. Receipts for all expenses must be submitted prior to the reimbursement.
6. If the employee voluntarily leaves County employment within three years of the date of initial hire, he or she shall be required to reimburse the County for the moving expenses on a monthly prorated basis.